

## 4 R's Comparison Chart

|   | COVERED POSITIONS   | FOR WHOM?  | CRITERIA  | SERVICE AGREEMENT   | HOW PAID   |
|---|---|--|---|---|--|
| <b>Recruitment Incentive</b> - up to 25 percent of the annual rate of basic pay (excluding locality pay) multiplied by the number of years in the service period (NTE 4 years). | GS, WG, WM, Senior-Level (SL), Scientific and Professional (ST), career SES, EX<br><br>EXCLUDED: Presidential appointees; noncareer SES; agency heads; employees in positions excepted from the competitive service because of their confidential, policy determining, policy-making, or policy-advocating nature (e.g., Schedule C appointees); and DOC Demonstration Project Employees. | New appointments including an employee reappointed with a 90-day break in service. | In absence of the incentive, the agency would encounter difficulty in filling the position.<br>Must consider the following:<br>-the success of recent efforts to recruit candidates for similar positions;<br>- recent turnover in similar positions;<br>-labor-market factors;<br>-special qualifications needed in the position; and<br>-the practicality of using the superior qualifications appointment authority<br>-Request/Decision in writing.   | YES.<br><br>Not less than 6 months, no longer than 4 years. | Options:<br>-lump-sum at beginning of service period;<br>-installments;<br>-lump-sum at end of service period; or<br>-combination of these methods.  |
| <b>Relocation Incentive</b> - up to 25% of the annual rate of basic pay multiplied by the number of years in the service period (NTE 4 years).                                  | Same as above, however, DOC Demonstration Project employees are covered.  | Current employees  | Same as above.<br>Important: The agency may not pay the relocation incentive until the employee establishes a residence in the new commuting area.  | YES.<br><br>May not exceed 4 years.                         | Same as above.   |
| <b>Retention Incentive</b> - up to 25 percent of basic pay  | GS, WG, WM, Senior-Level (SL), Scientific and Professional (ST), career SES, EX<br><br>EXCLUDED: Presidential appointees; noncareer SES; agency heads; employees in positions excepted from the competitive service because of their confidential, policy determining, policy-making, or policy-advocating nature (e.g., Schedule C appointees); and DOC Demonstration Project Employees. | Current employees  | Agency must determine that:<br><br>-the unusually high or unique qualifications of the employee or a special need for the employee's services makes it essential to retain the employee; <u>and</u><br><br>-the employee would be likely to leave the Federal service (for any purpose) in absence of the allowance.<br>Written determination must address: the extent to which the employee's departure would affect the agency's ability to carry out an activity or perform a function that is essential to the agency's mission.<br>It should also address the success of recent efforts to recruit candidates with similar qualifications and the availability of candidates in the labor market, as applicable. | YES.  | Options:<br>-installments after the completion of specified periods of service within the full period of service required; or<br>-single lump-sum after completion of the full period of service required.<br><br>Computations within these options are flexible. See your servicing WFMO Advisor. |

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| <p><b>Student Loan Repayment</b><br/>Benefits are up to \$10,000 per calendar year, subject to a cumulative maximum of \$60,000 per employee.</p> | <p>Same as above, however, DOC Demonstration Project employees are covered.</p> | <p>Current employees or candidates for employment.</p> | <p>For Recruitment<br/>-New Federal employee<br/>- The recipient possesses unusually high or unique qualifications that will aid in fulfilling the mission of the organization; and<br/>-The candidate would not accept the position without receiving the student loan repayment incentive.</p> <p>For Retention<br/>-The recipient possesses unusually high or unique qualifications that will aid in fulfilling the mission of the organization; and<br/>-In the absence of offering the student loan repayment benefit, the employee(s) would likely leave for employment outside the Federal government;<br/>-The departure of the employee would affect the agency's ability to carry out an activity or function deemed essential to the agency's mission;</p> <p>For Both<br/>-The employee is not in default on repayment of the student loan.<br/>-The student loan was used to pay tuition for course work taken by the employee.</p> | <p>YES.</p> <p>Minimum of 3 years no more than 7 years depending on the amount.<br/>-3 year minimum for any amount of money up to \$20K<br/>-1 year for each additional reimbursement.</p> | <p>Money paid directly to school or lending institution.</p> |
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